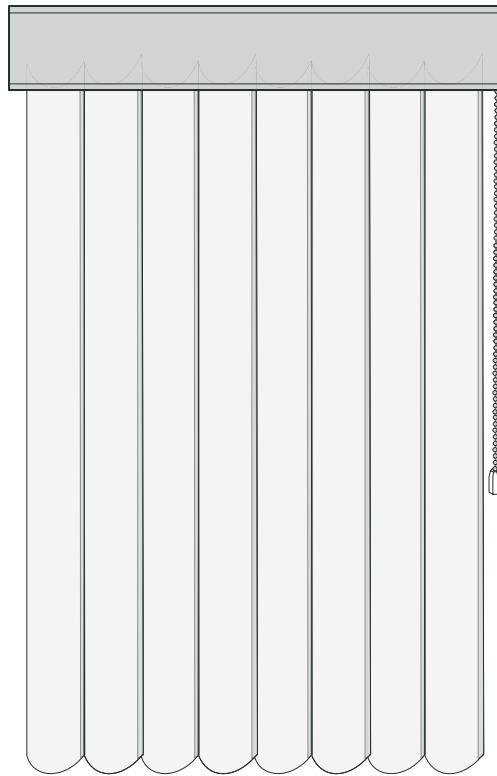


Soft Sheer Vertical

Installation and Care Guide



Soft Sheer Vertical Blinds represent a design breakthrough in style, efficiency and function. The unique fabric structure and hardware system are designed to provide years of reliable service when properly installed.

Please take a few minutes to read through these instructions before beginning.

Keep these instructions for future reference

Table of Contents

I Basics	Page 4
II Hardware	
A. Blinds with valance	Page 5
B. Blinds with wood fascia	Page 5
III Bracket Installation	
A. Blinds with valance	
1. Inside Mount	Page 6
2. Outside Mount	Page 6
3. Side Mount	Page 6
B. Blinds with wood fascia	
1. Inside Mount	Page 7
2. Outside Mount	Page 7
3. Side Mount	Page 7
IV Track Installation	Page 8
V Cord Tensioner Installation	Page 8
VI Cord Length Adjustment	
A. Side Stack	Page 9
B. Split Stack	Page 9
VII Vane Assembly (DIY option only)	Pages 10,11
VIII Vane Installation	
A. Vane Color Facing Right Blinds	
1. Side Stack	Pages 12-14
2. Split Stack	Pages 14,15
B. Vane Color Facing Left Blinds	
1. Side Stack	Pages 16-18
2. Split Stack	Pages 18,19
IX Vane Removal	Page 19
X Top Treatment Installation	
A. Valance	Page 20
B. Wood Fascia	Page 20
XI Cleaning and Care	Page 21
XII Trouble Shooting	Page 22

Options

Soft Sheer Verticals are available with two different top treatments - valance or wood fascia. Soft Sheer Verticals may be ordered with the vane color facing the right or the left. They may be ordered with the vanes preassembled or with unassembled DIY (Do It Yourself) vanes. Tracks may be side stack or split stack. Determine which options you have before beginning installation by reading the packing list. Additionally, color right vanes will be labeled with orange, gray, pink, and blue tags. Color left vanes will be labeled with red, yellow, lavender, and green tags.

I BASICS

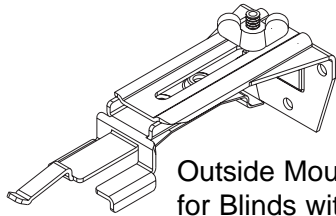
A few simple tools are required:

- Measuring tape
- Power drill, drill bits
- Hex head and/or Phillips driver bit
- Pencil

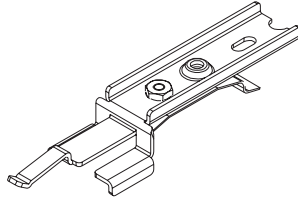
Additional fasteners other than those sent with your blind may be required depending on the mounting surface. Wallboard and plaster require the use of anchors such as expansion or toggle bolts. Brick, tile or stone need special plugs and drill bits. Remember to always pre-drill holes in wood to avoid splitting.

II HARDWARE

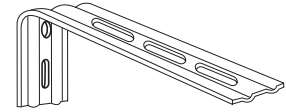
A. Blinds with Valance



Outside Mount Bracket for Blinds with Valance



Inside Mount Bracket for Blinds with Valance



Extension Bracket (used for Side Mounting)

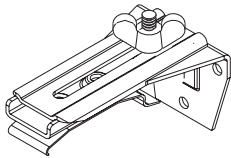


1 1/4" Hex Head

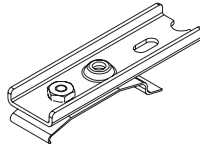


3/4" Round Head Tensioner Screw

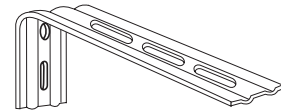
B. Blinds with Wood Fascia



Outside Mount Bracket for Blinds with Fascia



Inside Mount Bracket for Blinds with Fascia



Extension Bracket (used for Side Mounting)



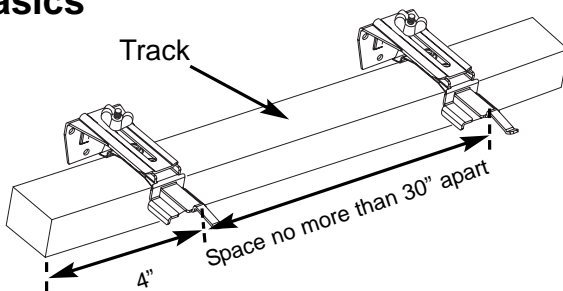
1 1/4" Hex Head



3/4" Round Head Tensioner Screw

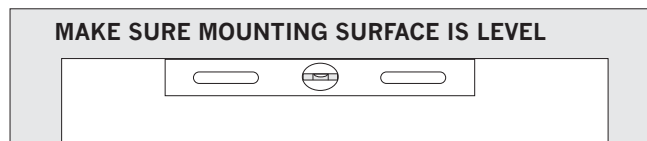
III BRACKET INSTALLATION

Basics



Choose the appropriate mounting option for your application. End brackets should be located with centerlines 4" in from each end. Additional brackets should be spaced no more than 30" apart.

The mounting surface must be level for the vertical to operate correctly. The brackets may need to be shimmed for out of level windows.



III BRACKET INSTALLATION

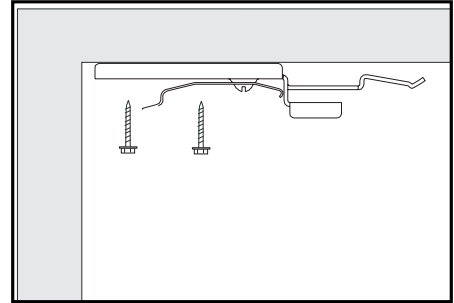
A. Blinds with Valance

1. Inside Mount

The back of the mounting bracket must be 1/8" from any obstruction.

Temporarily rotate mounting clip to install second screw.

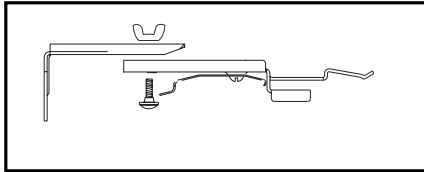
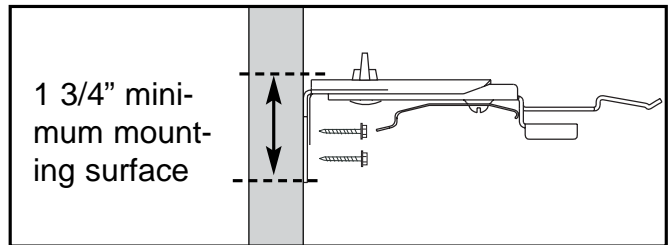
When repositioning the clip, make sure that the rivet used to attach the clip is all the way to the back of the slot.



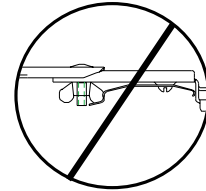
2. Outside Mount

A mounting surface of at least 1 3/4" is required for an OB or wall mount.

Assemble the mounting bracket with the wing nut and bolt provided.

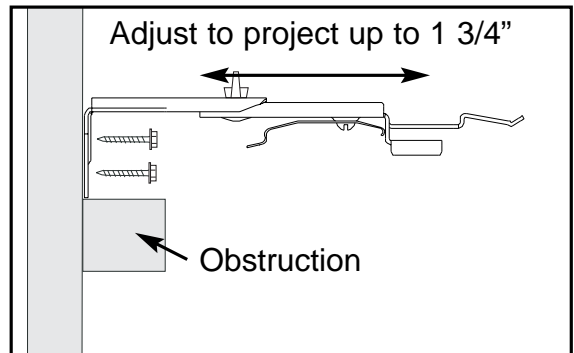


Place the wing nut up, so that it does not interfere with the mounting clip.



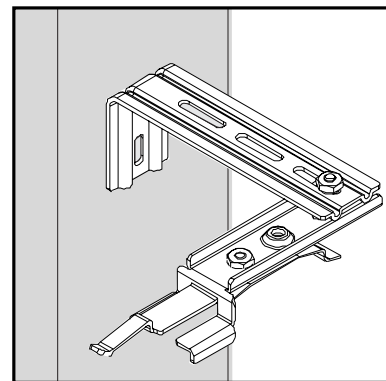
Position the top surface of the mounting bracket at the desired height. Secure bracket to the mounting surface with two screws. Make sure that all brackets are aligned and level.

If mounting above a molding or other possible obstructions, loosen the wing nut and adjust the bracket to project the mounting bracket beyond the obstruction. This will ensure that the sheer fabric and vanes do not hit or rub the obstruction. Brackets will adjust to project the blind up to 1 3/4".



3. Side Mount

Bolt an inside mount bracket to an extension bracket as shown.



III Bracket Installation

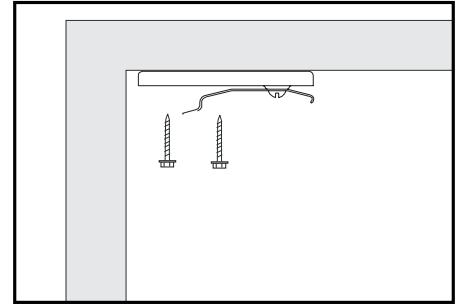
B. Blinds with Fascia

1. Inside Mount

The back of the mounting bracket must be 1/8" from any obstruction.

Temporarily rotate mounting clip to install second screw.

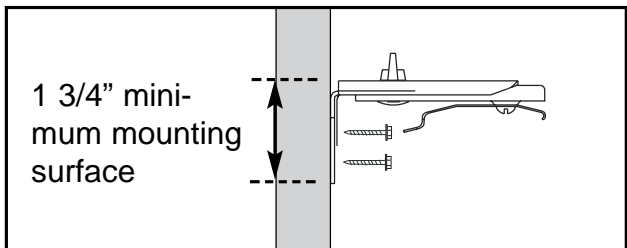
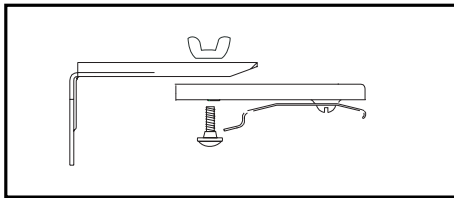
When repositioning the clip, make sure that the rivet used to attach the clip is all the way to the back of the slot.



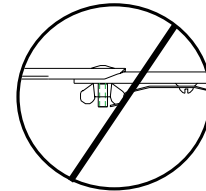
2. Outside Mount

A mounting surface of at least 1 3/4" is required for an OB or wall mount.

Assemble the mounting bracket with the wing nut and bolt provided.



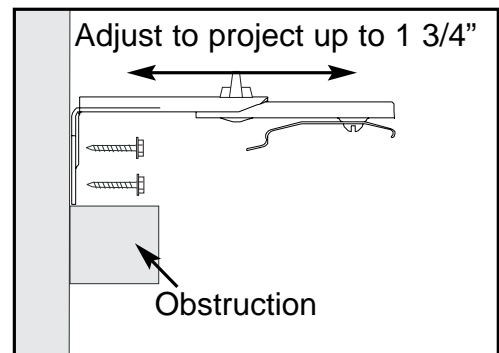
Place the wing nut up, so that it does not interfere with the mounting clip.



Position the top surface of the mounting bracket at the desired height. Secure bracket to the mounting surface with two screws. Make sure that all brackets are aligned and level.

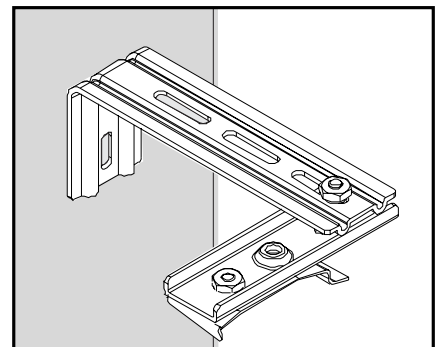
If mounting above a molding or other possible obstructions, loosen the wing nut and adjust the bracket to project the mounting bracket beyond the obstruction. This will ensure that the sheer fabric and vanes do not hit or rub the obstruction.

Brackets will adjust to project the blind up to 1 3/4".



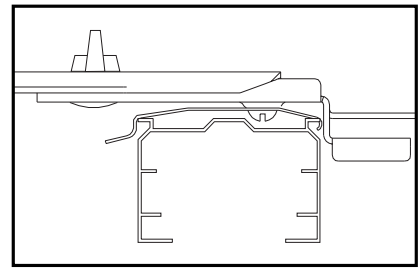
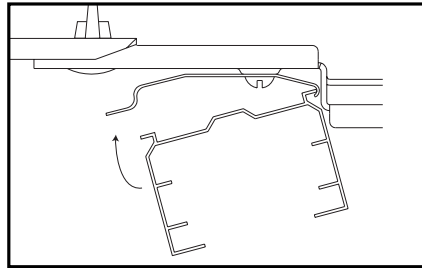
3. Side Mount

Bolt an inside mount bracket to an extension bracket as shown.



IV TRACK INSTALLATION

Insert the front groove of the track into the front of the mounting clip, then push the back of the rail up to snap into the back of the mounting clip.

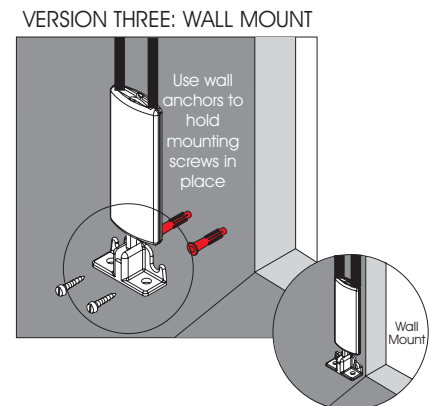
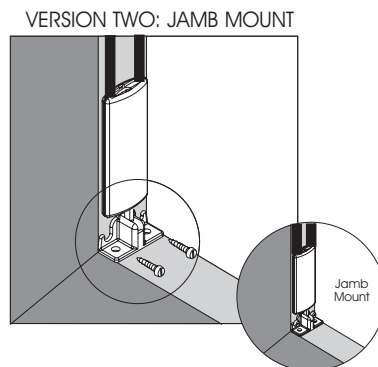
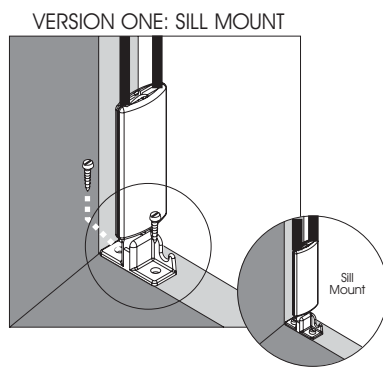


V CORD TENSIONER INSTALLATION

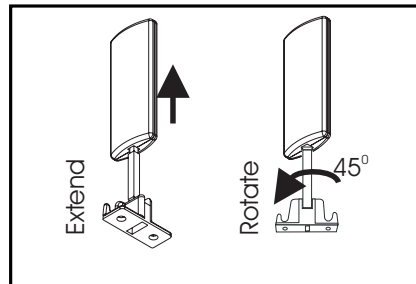
The cord tensioning device is necessary for child safety and for proper operation of the blind. The cord may drop from the track if the tensioner is not installed.

1) Choose the best mounting location for the specific installation.

The tensioning device may be mounted to the sill, to the jamb or to the wall.

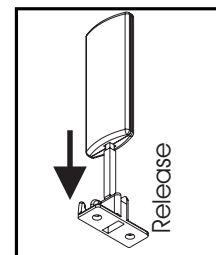


2) Fully extend tensioning device. Lock into extended position by rotating the post 45 degrees.



3) Hold the cord tensioner at the desired mounting position with the cord taut and the cord tensioning device in extended position. Screw the tensioning device to the mounting surface. If the specific installation requires that the cord tensioning device be placed in a position so that there is not tension on the cord, the cord length will need to be adjusted (see Cord Adjustment on page 9).

4) Rotate and release cord tensioning post.



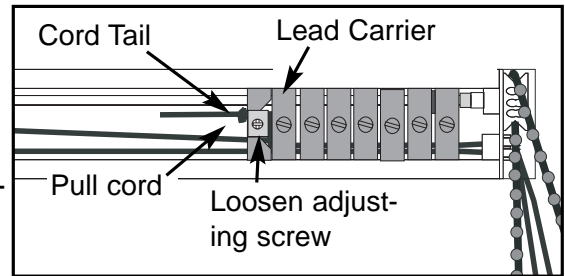
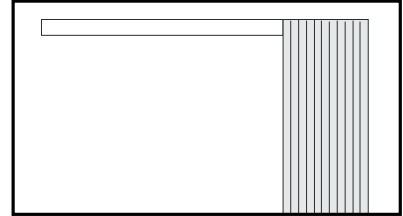
VI CORD LENGTH ADJUSTMENT

If the cord droops from the track or if the cord is not taut when the tensioning device is installed, the cord length will need to be adjusted.

A. Side Stack

To reduce cord length on Side Stack:

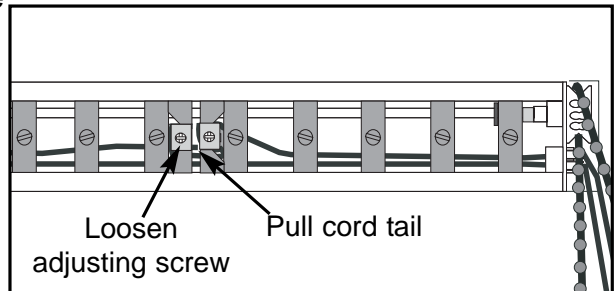
- 1) Operate the track so that the carriers are in the stacked position.
- 2) Locate 1/2" cord tail in front of lead carrier.
- 3) Loosen adjusting screw, just enough to be able to pull the cord. If loosened too much the other cord may slip out of position.
- 4) Pull cord tail until the cord has the proper tension.
- 5) Tighten adjusting screw. Make sure to tighten enough to prevent the cords from slipping.
- 6) Cut excess cord.



B. Split Stack

To reduce cord length on Split Stack:

- 1) Place the carriers in the closed position.
- 2) Locate cord tails in front of lead carrier on the side of the track opposite the control.
- 3) Loosen adjusting screw, just enough to be able to pull the cord. If loosened too much the other cord may slip out of position.
- 4) Select a 1/2" cord tail and pull slightly. If any carrier movement is observed **stop**. Select the other cord. Caution - cutting wrong cord will cause irreparable damage.
- 5) Pull the cord tail until the cord has the proper tension.
- 6) Tighten the adjusting screw. Make sure to tighten enough to prevent the cords from slipping.
- 7) Cut excess cord.

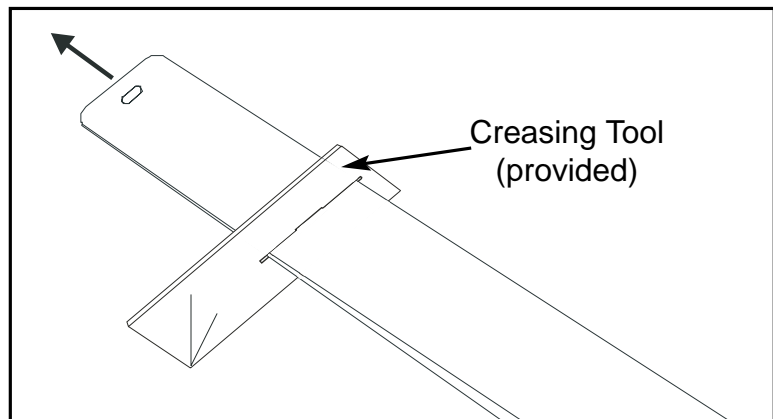


VII “Do it Yourself” Option (DIY) VANE ASSEMBLY

If Vanes have been pre-assembled skip to section VIII.

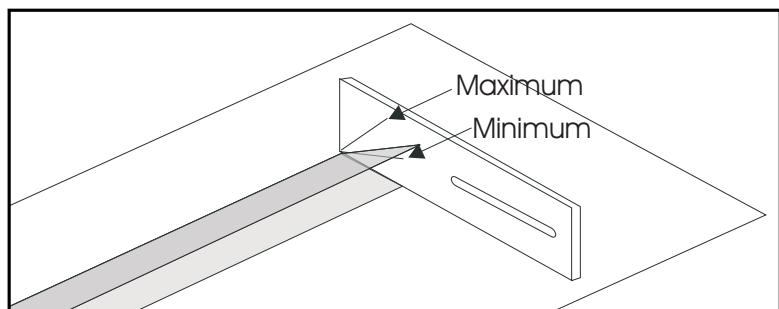
- 1) Work on a clean surface, long enough for the full length of the blind.
- 2) Find the tube labeled "End Vanes." The end vanes have special instructions for installation. Keep them separate from the rest of the vanes in the blind.
- 3) Start to unwrap the plastic until the bottoms of the vanes are free. Roll the vanes out.
- 4) Remove the inserts from inside the tube and unroll.

5) Next, refold the inserts using the enclosed creasing tool. Fold the top end of the insert (the punched end with rounded corners) and feed into the slot of the creasing tool.



6) Holding the tool in one hand; pull the insert with other hand completely through the tool.

7) Measure the angle of the insert fold against the guide on the creasing tool. If the insert has a smaller angle than minimum, spread the insert to an acceptable angle by pushing along the inside of the fold.



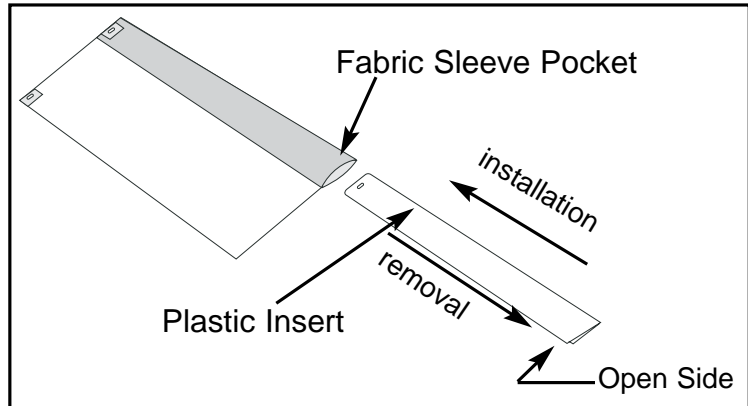
- 8) Repeat steps 5, 6, & 7 for all the inserts in the tube.
- 9) Lay the vane on a flat surface.

VII “Do it Yourself” Option (DIY) VANE ASSEMBLY (continued)

10) Slide the slotted end of the plastic insert (rounded corners) into the bottom of the pocket of the fabric sleeve. The opening of the “V” needs to face the sheer fabric.

11) After the plastic insert is slid all the way in, make sure the punched holes in the fabric sleeve stiffener and the hole in the plastic insert match-up.

12) Once the Vane Assembly is complete, put these end vanes aside, and repeat the above steps 9 - 11 for all rolled tubes of vanes.



Vane Insert **Removal**

The Vane Inserts can only be removed when the full Vane is unattached from the carriers (see Section IX). Lay the full Vane on a flat surface. Gently slide the plastic insert out from the bottom of the fabric sleeve pocket.

VIII VANE INSTALLATION

A. Vane Color Facing Right

INSTALL VANES FROM LEFT TO RIGHT, REGARDLESS OF CONTROL POSITION OR WHETHER BLIND IS SIDE STACK OR SPLIT STACK.

If removal of the vanes are necessary during the installation process see section IX for the proper removal procedure.

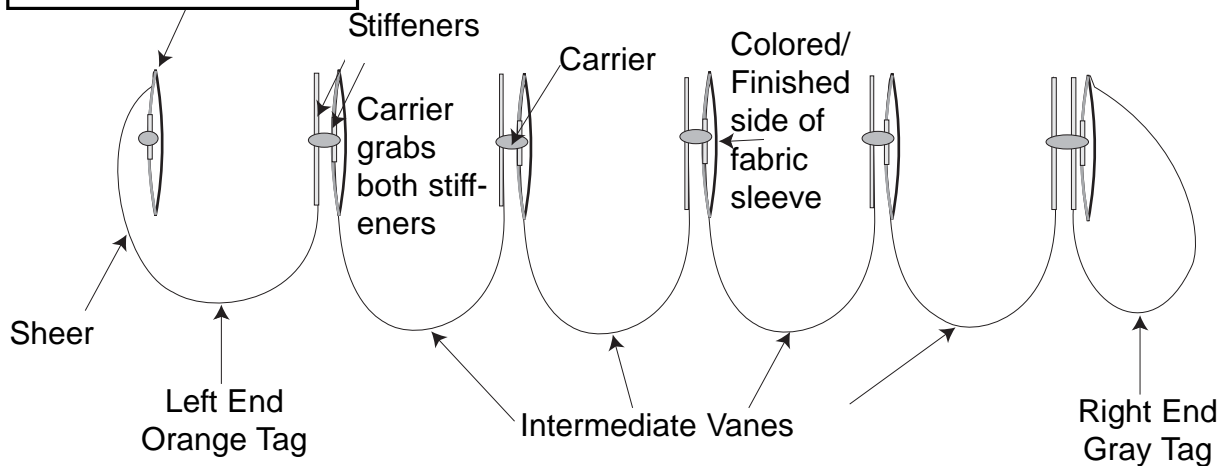
1. Side Stack



VANE CONFIGURATION - Top View

To avoid confusion:
Do not remove vanes tags until you are ready to install

START HERE
Install this vane first



→
ALWAYS WORK LEFT TO RIGHT

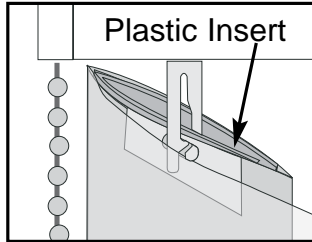
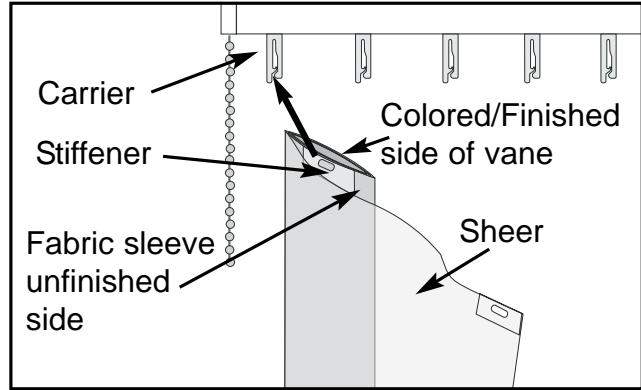
VIII VANE INSTALLATION

A. Vane Color Facing Right

1. Side Stack (continued)

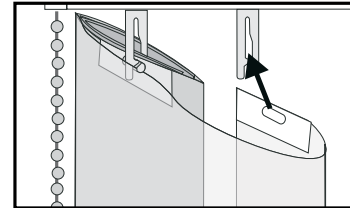
Fabric Sleeve & Sheer Carrier Attachment:

1) **Start vane installation at the carrier furthest to the left.** Remove the vane with the ORANGE tag labeled “left vane” from the box. Only attach the fabric sleeve to the carrier. **DO NOT ATTACH THE SHEER PORTION OF THE VANE TO THE CARRIER AT THE END.**

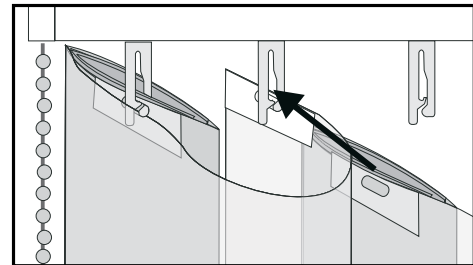


Attach the fabric sleeve by sliding the stiffener on the uncolored/unfinished side of the fabric sleeve, together with **one** side of the plastic insert into the carrier. Make sure that the holes in the stiffener and plastic insert are both captured by the carrier hook.

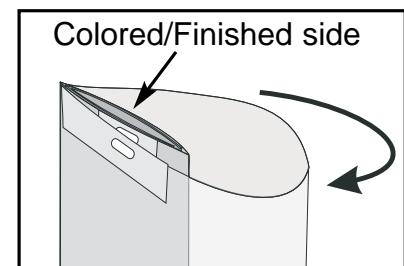
Insert the stiffener on the sheer portion of the vane into the next carrier.



2) Remove an intermediate vane from the box. Attach the fabric sleeve by sliding the stiffener on the uncolored/unfinished side of the fabric sleeve, together with one side of the plastic insert into the carrier with the sheer portion from the previous vane. Attach all intermediate vanes until the very right end is the last to install.



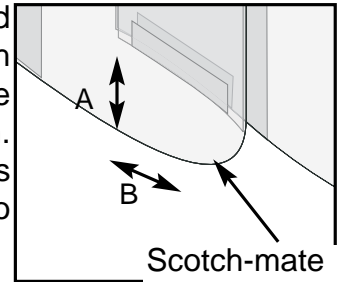
3) Remove the vane with the GRAY tag labeled “right vane” from the box. Roll the sheer portion around the fabric sleeve. Match the stiffener at the top of the fabric sleeve with the stiffener at the top of the sheer and insert into the last carrier along with the sheer from the previous vane.



VIII VANE INSTALLATION

A. Vane Color Facing Right (continued)

Vane to Sheer Bottom Attachment: Match the pieces of Scotch-mate at the bottom of each vane. There is one piece of Scotch-mate at the bottom of each fabric sleeve, and sheer. The sheer should be pulled taut to ensure a smooth sheer face without wrinkles or dimples. **The sheer should be taut but not stretched.** The sheer on the LEFT and RIGHT vanes does not extend all the way to the back of the fabric sleeve. The Scotch-mate should be set with the sheer approximately 1/2" from the edge of the fabric sleeve. On all other vanes the Scotch-mate should be set so that the edge of the sheer is near the edge of the fabric sleeve. The Scotch-mate pieces may need to be offset in the vertical direction (A) slightly to ensure a smooth sheer face. Repeat this step all the way across the width of the blind at every vane until entire blind looks smooth and even. Rotate vanes to the closed position. Check to see that the vanes consistently overlap each other without large gaps. If gaps do occur re-adjust Scotch-mate in the horizontal direction (B).



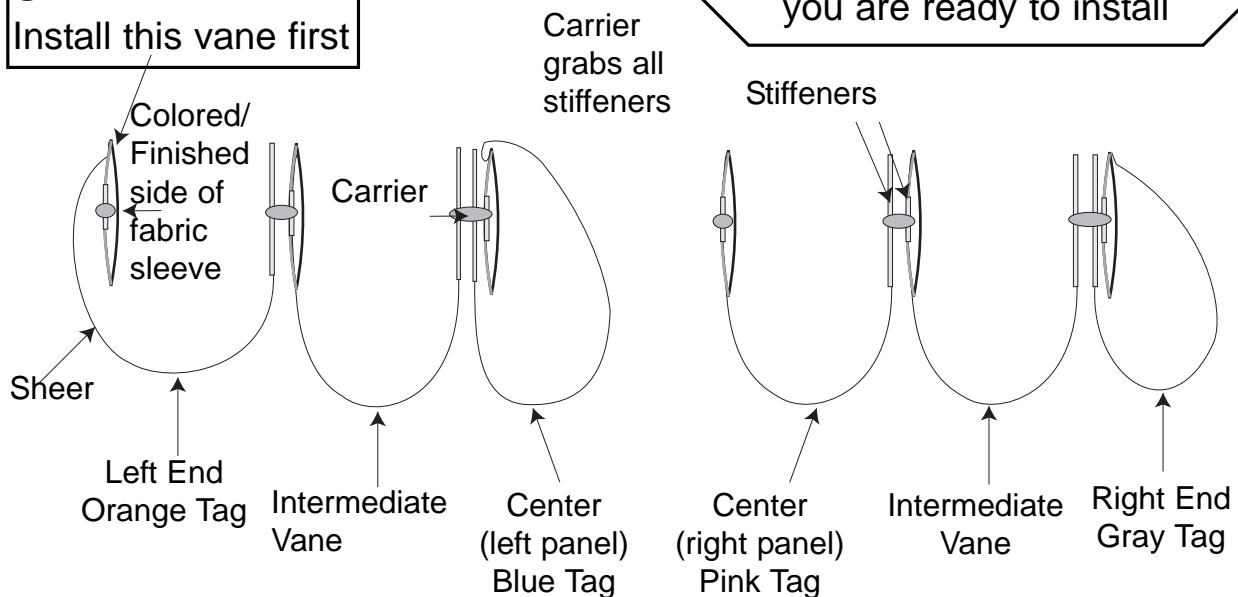
2. Split Stack

VANE CONFIGURATION - Top View



START HERE
Install this vane first

To avoid confusion:
Do not remove vanes tags until you are ready to install



ALWAYS WORK LEFT TO RIGHT

VIII VANE INSTALLATION

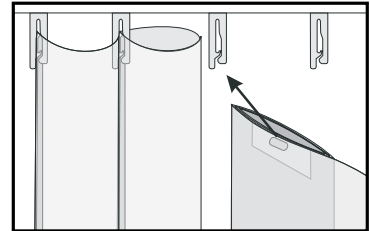
A. Vane Color Facing Right

2. Split Stack (continued)

Vane & Sheer Carrier Attachment

Left Panel: Always start vane installation at the carrier furthest to the left. Remove the vane with the ORANGE tag labeled “left vane” from the box. Attach fabric sleeve following the procedure described in **Step 1** of Side Stack installation. Attach all intermediate vanes following **Step 2** of Side Stack installation, until the very left end of the Left Panel is the last one to install. Remove the vanes with the BLUE tag labeled “center vane (left panel)” from the box. Follow **Step 3** of Side Stack Installation for attachment procedures, except use the vane with the blue tag.

Right Panel: Follow the same procedure as for the Left Panel. The first vane will have a PINK tag labeled “center vane (right panel)”, the last vane will have a GRAY tag labeled “right vane”. Note: that the “center (right panel)” vane will install the same as an intermediate vane.



Fabric Sleeve to Sheer Bottom Attachment:

Follow bottom attachment procedures for Side Stack blinds.

VIII VANE INSTALLATION

B. Vane Color Facing Left

INSTALL VANES FROM RIGHT TO LEFT, REGARDLESS OF CONTROL POSITION OR WHETHER BLIND IS SIDE STACK OR SPLIT STACK.

If removal of the vanes are necessary during the installation process see section IX for the proper removal procedure.

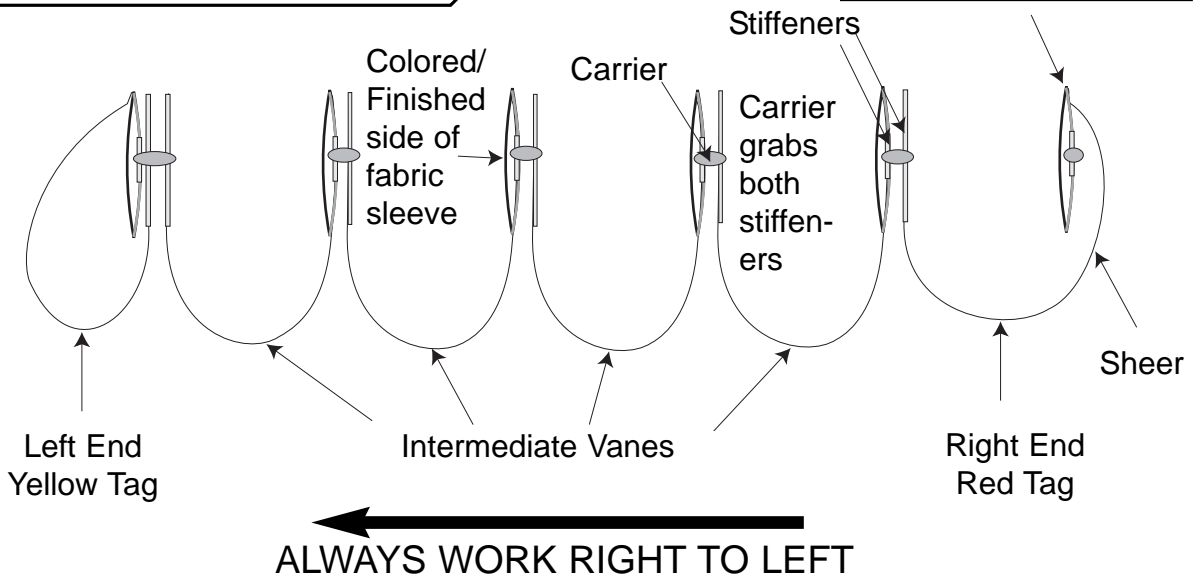
1. Side Stack

VANE CONFIGURATION - Top View



To avoid confusion:
Do not remove vanes tags until you are ready to install

START HERE
Install this vane first



VIII VANE INSTALLATION

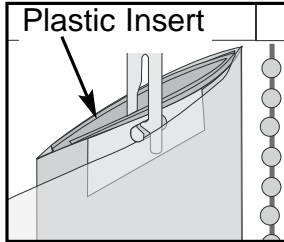
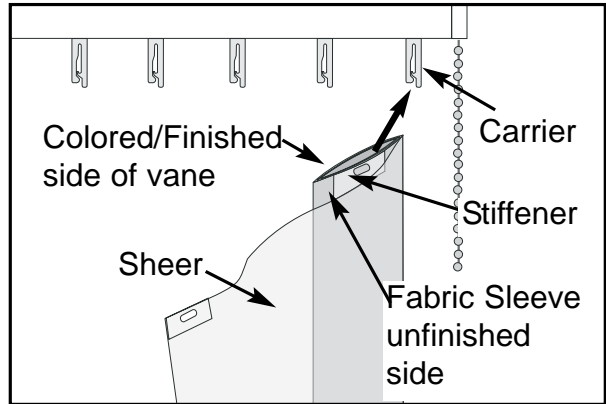
B. Vane Color Facing Left

1. Side Stack (continued)

Fabric Sleeve & Sheer Carrier Attachment:

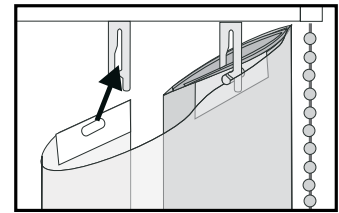
1) **Always start vane installation at the carrier furthest to the right.** Remove the vane with the RED tag labeled “right vane” from the box. Only attach the fabric sleeve to the carrier.

DO NOT ATTACH THE SHEER PORTION OF THE VANE TO THE CARRIER AT THE END.

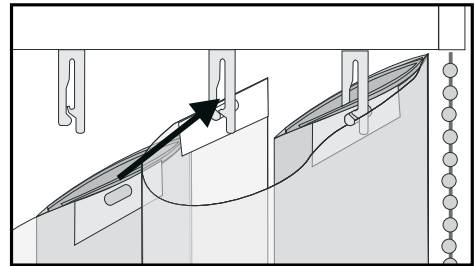


Attach the fabric sleeve by sliding the stiffener on the uncolored/unfinished side of the fabric sleeve, together with **one** side of the plastic insert into the carrier. Make sure that the holes in the stiffener and plastic insert are both captured by the carrier hook.

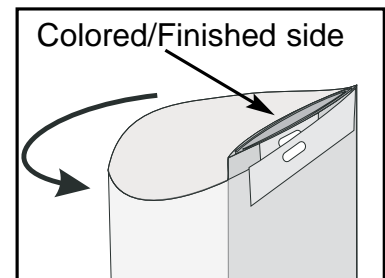
Insert the stiffener on the sheer portion of the vane into the next carrier.



2) Remove an intermediate vane from the box. Attach the fabric sleeve by sliding the stiffener on the uncolored/unfinished side of the fabric sleeve, together with one side of the plastic insert into the carrier with the sheer portion from the previous vane. Attach all intermediate vanes until the very left end is the last to install.



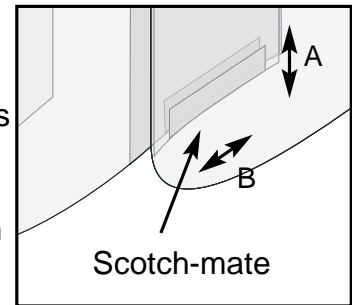
3) Remove the vane with the YELLOW tag labeled “left vane” from the box. Roll the sheer portion around the fabric sleeve. Match the stiffener at the top of the fabric sleeve with the stiffener at the top of the sheer and insert into the last carrier along with the sheer from the previous vane.



VIII VANE INSTALLATION

B. Vane Color Facing Left (continued)

4) Vane to Sheer Bottom Attachment: Match the pieces of Scotch-mate at the bottom of each vane. There is one piece of Scotch-mate at the bottom of each fabric sleeve, and sheer. The sheer should be pulled taut to ensure a smooth sheer face without wrinkles or dimples. **The sheer should be taut but not stretched.** The sheer on the RIGHT and LEFT vanes will not go all the way to the back of the fabric sleeve. The Scotch-mate should be set with the sheer approximately 1/2" from the edge of the fabric sleeve. On all other vanes the Scotch-mate should be set so that the edge of the sheer is near the edge of the fabric sleeve. The Scotch-mate pieces may need to be offset in the vertical direction (A) slightly to ensure a smooth sheer face. Repeat this step all the way across the width of the blind at every vane until entire blind looks smooth and even. Rotate vanes to the closed position. Check to see that the vanes consistently overlap each other without large gaps. If gaps do occur re-adjust Scotch-mate in the horizontal direction (B).



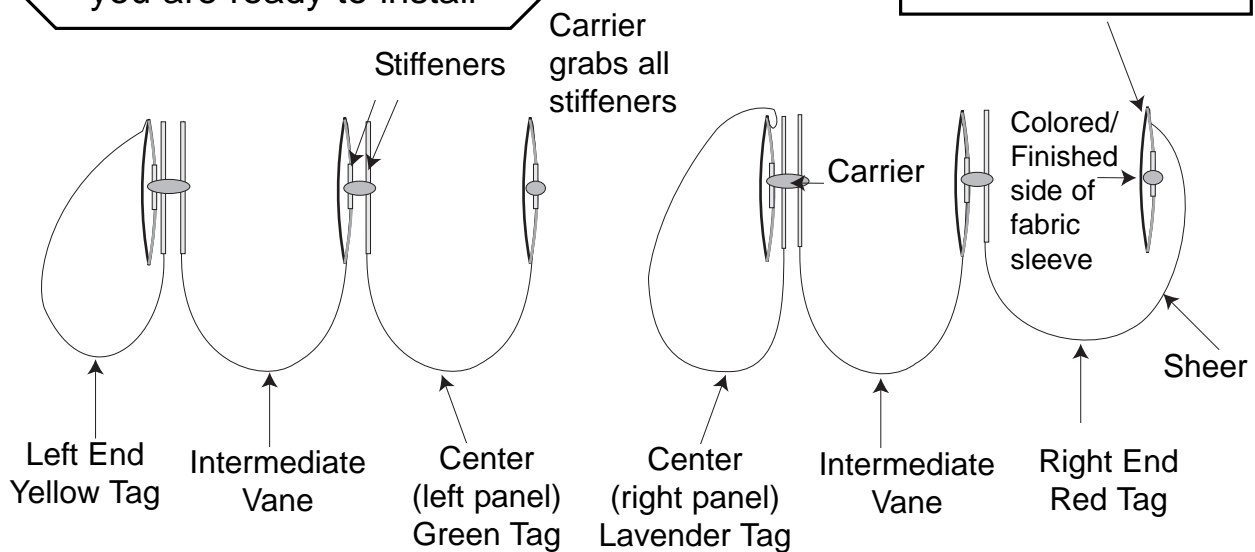
2. Split Stack

VANE CONFIGURATION - Top View

To avoid confusion:
Do not remove vanes tags until you are ready to install



START HERE
Install this vane first



← ALWAYS WORK RIGHT TO LEFT

VIII VANE INSTALLATION

B. Vane Color Facing Left (continued)

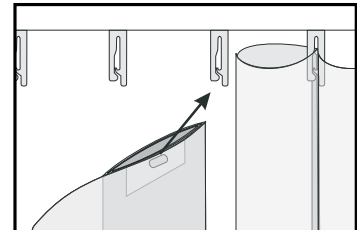
Vane & Sheer Carrier Attachment

Right Panel: Always start vane installation at the carrier furthest to the right.

Remove the vane with the RED tag labeled “right vane” from the box. Attach fabric sleeve following the procedure described in **Step 1** of Side Stack installation. Attach all intermediate vanes following **Step 2** of Side Stack installation, until the very left end of the Right Panel is the last one to install.

Remove the vanes with the LAVENDER tag labeled “center vane (right panel)” from the box. Follow **Step 3** of Side Stack Installation for attachment procedures, except use the vane with the lavender tag.

Left Panel: Follow the same procedure as for the Right Panel. The first vane will have a GREEN tag labeled “center vane (left panel)”, the last vane will have a YELLOW tag labeled “left vane”. Note: that the “center (left panel)” vane will install the same as an intermediate vane.



IX REMOVAL OF VANES FROM CARRIERS - “LIFT & PULL”

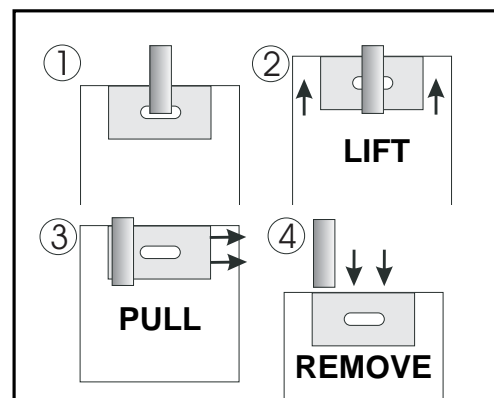
(This step is needed only if a vane needs to be repositioned during install or for cleaning, or replacement)

1) First, hold the 2-stiffeners (1 from the fabric sleeve, 1 from the sheer), between your thumb and pointer finger.

2) Slide the stiffeners straight-up (**LIFT**) within the carrier to release the clip (fig. 2).

3) Slide the stiffeners away from the carrier or towards yourself (**PULL**) (fig. 3). Now the hole in the stiffeners should be free from the carrier.

4) Slide the stiffeners straight down and out of the carrier (**REMOVE**) (fig. 4)



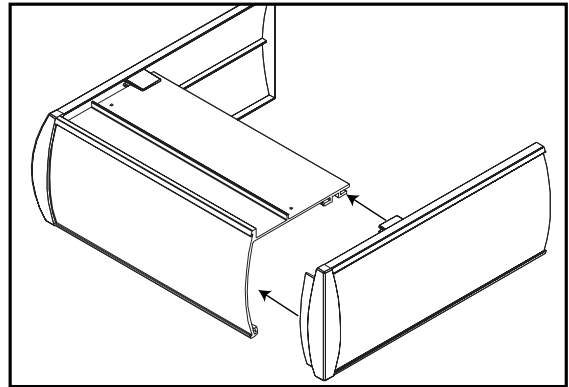
X TOP TREATMENT

A. VALANCE

Do not remove protective film until installation is complete. Install the track and vanes before attaching the valance

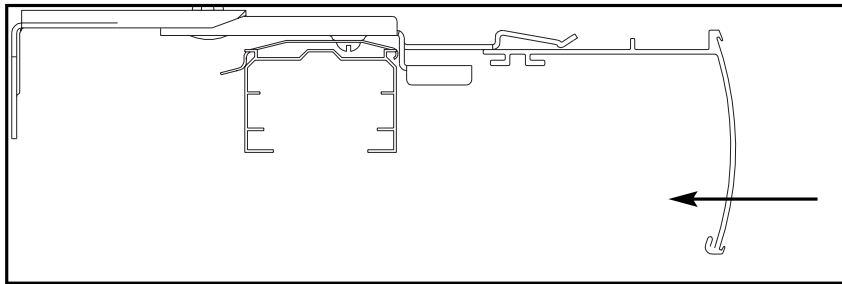
1. Assembly

If valance comes with returns, snap the return labeled *Right* onto the right end of the valance. snap the return labeled *Left* onto the left end of the valance.



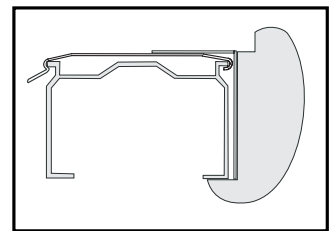
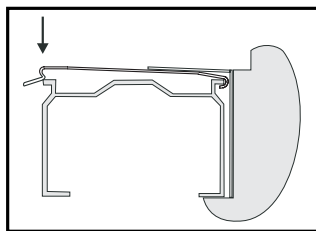
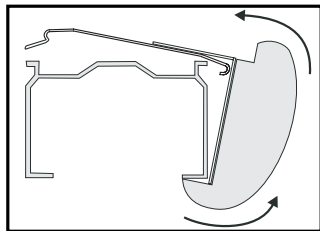
2. Installation

Hold valance in front of the Soft Sheer Vertical and position where desired horizontally. The back of the flat-top of the valance will be inserted into the front of the bracket. Once the valance is aligned properly insert the edge into the bracket and press firmly until the edge of the valance is all the way in.



B. Wood Fascia (Outside Mount)

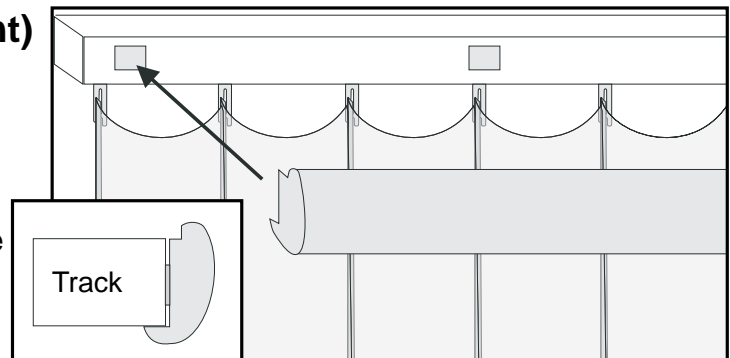
Install the track before attaching the fascia. Attach the fascia to the track as shown.



B. Wood Fascia (Inside Mount)

Install the track before attaching the fascia.

Hold the fascia in position. Press the Dual-Lock pieces on the back of the Fascia to the Dual-Lock on the track.



XI CLEANING & CARE

The sheer fabric may temporarily appear wrinkled upon initial installation. Although we package the vanes carefully, wrinkles sometimes occur during shipping. The wrinkles will dissipate over a short period of time. If you do not see an improvement after 24 hours, or the wrinkles are severe, you can steam the sheer. When steaming, the head of the steamer may come in contact with the sheer for up to 3 minutes.

All parts of the Soft Sheer Vertical can be cleaned with a feather duster or a standard vacuum. We recommend doing either of the two regularly to keep your Soft Sheer Vertical looking new.

Spills and stains can be lightly blotted with a cloth or damp sponge. More difficult stains may require gentle washing in water with mild soap. For this, remove the vanes from the carriers (see section **IX**), remove the inserts from the vane pocket (see section **VII**) and submerge, soak and rub lightly. Lay flat to dry or place back in window.

To iron or fully wash the vanes, remove the vanes from the carriers (see section **IX**). Remove the plastic inserts from the pocket of the fabric sleeves (see section **VII**).

The sheer fabric and the colored fabric sleeve can be ironed if they become wrinkled. **Remove the plastic vane insert from the fabric sleeve pocket before ironing the vane.** Iron the sheer fabric and the vane at level 2, or the “silk” setting on a household iron.

Soft Sheer Verticals can be ultrasonically cleaned.

XII TROUBLE SHOOTING

Problem: Sheer is wrinkled.

Repair: Remove wrinkles by steaming the sheer or by ironing. When steaming, the head of the steamer may come in contact with the sheer for up to 3 minutes. Iron the sheer at level 2 or the “silk” setting on a household iron.

Problem: Sheer looks wavy when vanes are in the open position.

Cause: Scotch-mate at the bottom of the vane is not set correctly.

Repair: Un-attach scotch-mate. Pull the sheer taut, **but not stretched** and re-attach scotch-mate. **Do Not over stretch sheer.**

Problem: When the vanes are closed, some vanes do not overlap at the bottom of the blind.

Cause 1: The vane insert is not seated fully in the carrier.

Repair 1: Make sure that the punch hole in the vane insert is fully engaged in the carrier.

Cause 2: Scotch-mate at the bottom of the vane is not set correctly.

Repair 2: Re-adjust Scotch-mate in the horizontal position. See Fabric Sleeve to Sheer bottom attachment of vane installation (Section VIII).

Problem: The bottoms of the vanes are not lining up.

Cause: The vane is not seated fully in the carrier.

Repair: Make sure that the punch holes in the vane and in the vane insert are fully engaged in the carrier.

Problem: When the vanes are closed they slant.

Cause: The headrail is not level. 1. The inside mount mounting surface may not be level. 2. Wings nuts are not allowing the headrail to sit properly in the mounting clip. 3. Mounting clips slid out of position during bracket installation.

Repair 1: Level mounting surface with shims.

Repair 2: Place the wing nut up so that it does not interfere with the mounting clip.

Repair 3: Slide mounting clip as far forward as it will go in the bracket. The rivet used to attach the clip should be at the back of the slot in the clip.

Problem: Traverse cord is drooping from the track when the vanes are stacked.

Cause: Traverse Cord is too long or Cord Tensioner is not set correctly.

Repair: Move cord tensioner down to create more tension or shorten traverse cord. See cord adjustment section (Section VI) for instructions on adjusting cord length.

Stk. # 152026

Rev. A

08/30/04